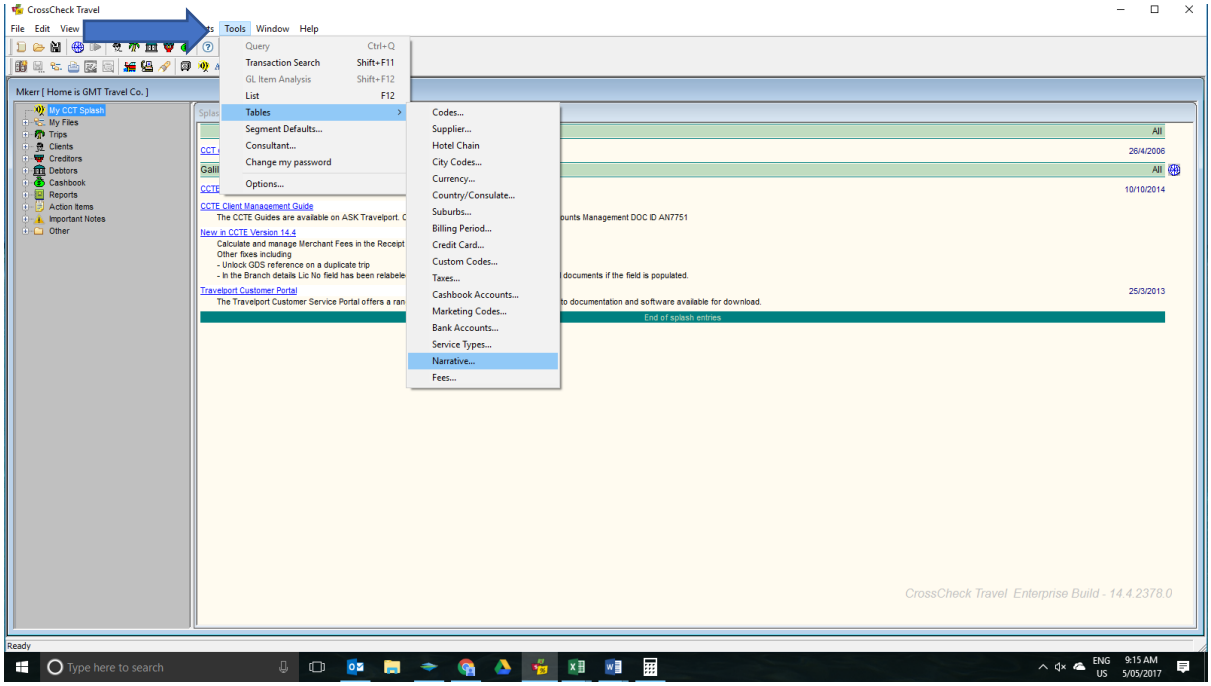
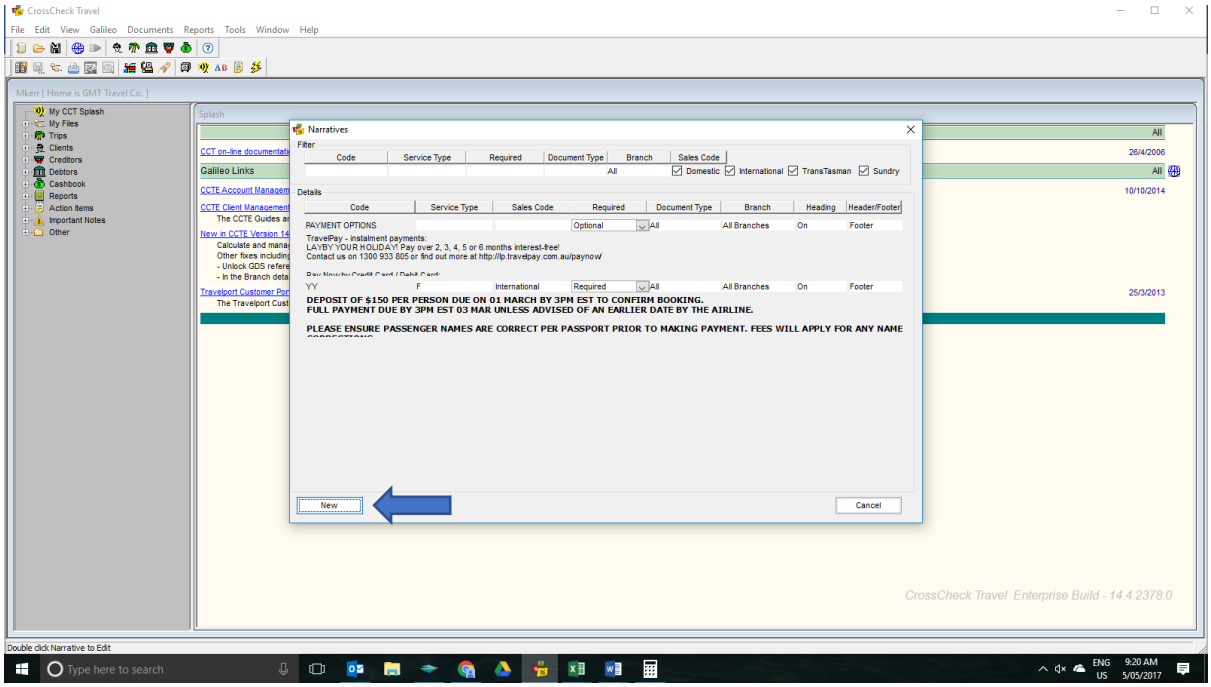
Cross Check Travel – Guide for adding Text

1. Go to **Tools**
2. Go to **Tables**
3. Open **Narratives**



4. Click **New** to create a 'new' narrative



5. Code or Label as '**Payment Options'** and copy and paste the details below in the blank area. **Personalise** with your agency details.

Payment Options (Text to apply):

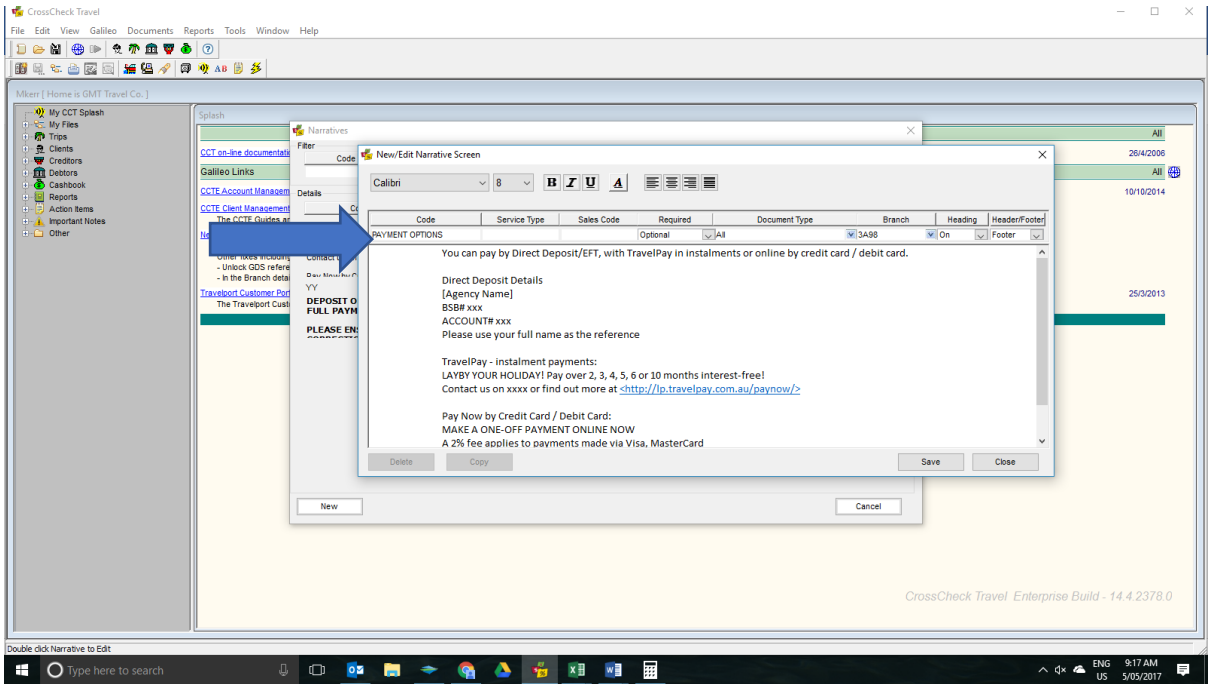
a. All prices are based on payment by cash, cheque or EFTPOS.

b. Cheques will not be accepted for travel within 7 working days of travel. Please note that cheque payments (including bank cheques) require 5 business days to process.

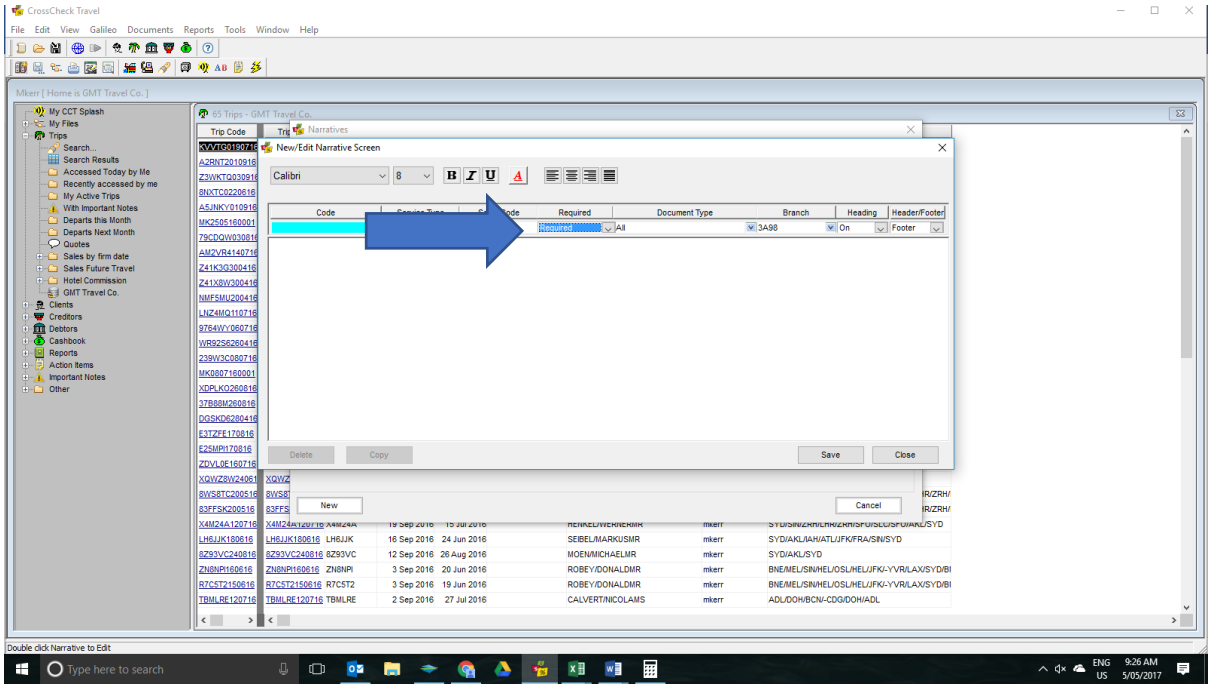
c. **Credit card** surcharges will apply when paying by credit card. We accept VISA and Mastercard Credit or Debit Cards (**XX**% Fee) and American Express (**XX**% Fee).
Pay NOW, simply click or enter this link into your browser:
https://pay.travelpay.com.au/[MERCHANTID]

d. Payments made via **Direct Deposit** take up to 3 business days to process. Please notify your consultant of your payment once it has been processed. Payment can be made by direct deposit as follows:
BANK: XXXXX
ACCOUNT NAME: XXXXXXXXXXXXXX
BSB: XXX XXX
ACCOUNT NUMBER: XXXXXX
REFERENCE: Your surname

e. **LAYBY YOUR HOLIDAY:** Pay over 2, 3, 4, 5, 6 or 10 months' interest-free! Ask in store for more information.



6. Mark as a **‘required’**, so that the payment options show on all your documentation.



7. Save and you’re done!